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COMMERCIAL PHRASES

ADAPTED TO

Standard Phonography

BY

GEO. W. HALL,

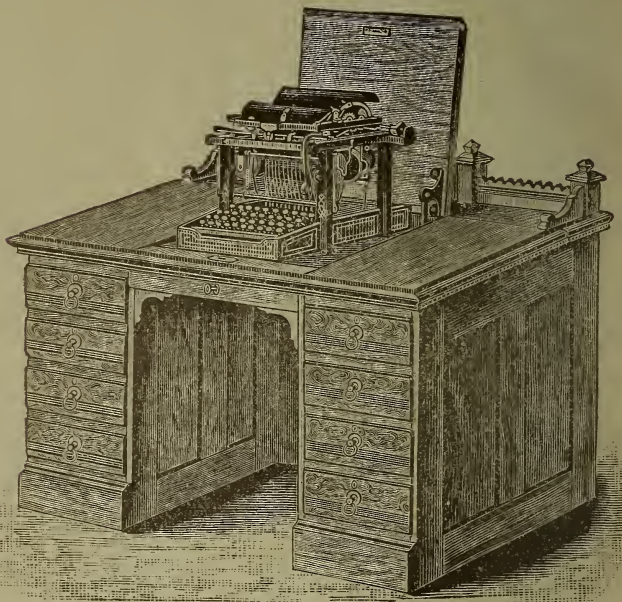
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COMMERCIAL PHRASES

ADAPTED TO

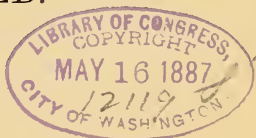
Standard Phonography

BY

GEO. W. HALL,

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PREFACE.

The phrases contained in this book have been taken from a large number of note-books extending over a period of about five years. It has been my endeavor throughout to select those of most frequent occurrence, and to also include a few odd phrases, showing the advantage to be gained by the practice of omitting words, hooks, etc., in order to secure a desirable phrase, also in contracting frequent occurring phrases and words, and still retain legibility. Some of the phrases, on account of their very frequent occurrence, will be found contracted to a considerable extent. These I have used in my practice for a number of years, and whoever may feel inclined to adopt them will find them of great advantage in taking notes from very rapid dictators. Although some of the phrases may not come within the general practice of every amenuensis, I think if they are thoroughly studied and the frequent occurring ones memorized, they will lead to a good understanding of proper phrase-writing, especially in commercial matter.

The stenographic portion of this work is a fac-simile, consequently the characters are more or less imperfect, including the examples of letters which are given here just as they appear in the average note-book after having been dictated and which are not contracted to any great extent.

THE AUTHOR.

MILWAUKEE, April, 1887.



A.


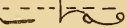


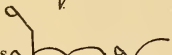

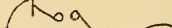





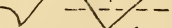





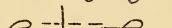

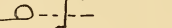

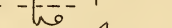
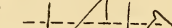
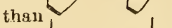
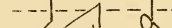
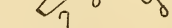

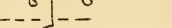




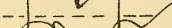
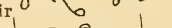



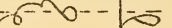




Able to adjust.
Able to adjust matters
Able to arrange
Able to arrange matters
Able to ascertain
Able to be
Able to buy
Able to come
Able to collect
Able to do
Able to do business
Able to furnish
Able to go
Able to have
Able to hold
Able to learn
Able to make
Able to make their
Able to make our
Able to make us or his
Able to make a profit
Able to offer
Able to purchase
Able to realize
Able to sell
Able to sell their
Able to sell our
Able to sell them
Able to sell you
Able to sell everything
Able to take
Able to take charge
Able to take hold
About as good as
About as much as
About as many as
About all there is
About his business
About my business
About our business
About your own
About our own
About their own
About something
About us or his
About such things
About the market
About the market price




























About the way
About the money
About purchasing
About to purchase
About ordering
About to order
About selling
About to sell
About rendering
About to render
About that matter
About that account
About your letter
About your order
Above all
Above our
Above the market
Above the market price
Above cost
Accept his or us
Accept my, me or him
Accept our
Accept the
Accept *th*s
Accept *thr*
Accept them
Accept my thanks
Accept our thanks
According to the
agreement
According to his
agreement
According to my
agreement
According to their
agreement
According to the contract
According to his contract
According to my contract
According to the letter
According to their
contract
According to your
contract
According to the amount
of business
According to the
instructions
According to my
instructions

According to their instructions	<i>for</i> -----	After I have been	
According to your instructions	<i>8</i>	After you have been	<i>u</i>
Account book		After the matter	<i>u</i>
Account current	<i>2</i> -----	After the question	<i>u</i>
Account of their		Against his or us	
Account sales	<i>2</i> -----	Against our	<i>o</i> -----
Account of our		A good deal of his	
Account of my	<i>3</i> -----	A good deal of my	<i>t</i> -----
Acknowledging the receipt	<i>for</i> -----	A good deal of our	<i>t</i> -----
Acknowledge receipt please	<i>for</i> -----	A good deal of that	<i>t</i> -----
Acknowledging the receipt of your favor	<i>for</i> -----	A good deal of their	<i>t</i> -----
Acknowledging the receipt of your letter	<i>for</i> -----	A good deal of your	<i>t</i> -----
A day or so after		A good many of his	<i>t</i> -----
A day or so ago	<i>3</i> -----	A good many of us	<i>u</i> -----
A day or so before		A good many of my	<i>u</i> -----
A day or so since	<i>3</i> -----	A good many of our	<i>u</i> -----
A day or two after		A good many of your	<i>u</i> -----
Advance in prices	<i>u</i> -----	Agreeable to him	<i>u</i> -----
Advance in rates	<i>u</i> -----	Agreeable to my	<i>u</i> -----
Advantage of	<i>u</i> -----	Agreeable to you	<i>u</i> -----
Advantage of their	<i>u</i> -----	Agreeable to your favor of the 8th	<i>for</i> -----
Advise me or my	<i>u</i> -----	Agreeable to your letter	<i>u</i> -----
Advertise our	<i>u</i> -----	Agreeable to your request	<i>u</i> -----
Advertise your	<i>u</i> -----	Agreeable to request contained in yours	<i>u</i> -----
Advertise us	<i>u</i> -----	A great deal of his	<i>u</i> -----
Advertise their	<i>u</i> -----	A great many of his	<i>u</i> -----
Advertising matter	<i>u</i> -----	A great amount	<i>u</i> -----
Advertise the matter	<i>u</i> -----	A great change	<i>u</i> -----
Advise me, my or him	<i>u</i> -----	Ahead of me, him or my	<i>u</i> -----
Advise our	<i>u</i> -----	Ahead of our	<i>u</i> -----
Advise them	<i>u</i> -----	Ahead of his or us	<i>u</i> -----
Advise his or us	<i>u</i> -----	Ahead of you	<i>u</i> -----
A few days after	<i>u</i> -----	Ahead of your	<i>u</i> -----
A few days ago	<i>u</i> -----	A just answer	<i>u</i> -----
After business hours	<i>u</i> -----	A just reply	<i>u</i> -----
After buying	<i>u</i> -----	A just compensation	<i>u</i> -----
After looking over correspondence	<i>u</i> -----	All articles	<i>u</i> -----
After looking over the matter	<i>u</i> -----	All kinds	<i>u</i> -----
After looking over matters	<i>u</i> -----	All are to be	<i>u</i> -----
After looking over papers	<i>u</i> -----	All are to have	<i>u</i> -----
After looking over letters	<i>u</i> -----	All that I can buy	<i>u</i> -----
After many inquiries	<i>u</i> -----	All that you can buy	<i>u</i> -----
		All that we can buy	<i>u</i> -----
		All that I can purchase	<i>u</i> -----
		All that you can sell	<i>u</i> -----
		All we can sell	<i>u</i> -----
		All you can sell	<i>u</i> -----
		All you have to sell	<i>u</i> -----

















All there is
All there has been
All there is in stock
All you desire
All you wish
All we wish
Almost always
Almost all *thr*
A long time ago
Always am
Always be
Always like to have
Always like to know
A month ago
A month or two ago
Among dealers
Among our people
Among their
Among them
Among your
An early reply will oblige
An early return of papers
An early return of
correspondence
Another advantage
Another day
Another firm
Another house
Another kind
Another matter
Another thing
Another class of goods
Answering your favor
Answering your inquiry
Answering your
communication
Answering your letter
Answering your telegram
Answering your many
inquiries
Answering your letter
of the 4th
Anybody
Any business
Any better facilities
Any facilities
Any kind of business
Any trade
Any kind of trade
Any more than I can

Any more than we can
Any more than you can
Any more than we have
Any more than you have
Any of my
Any of your
Any of their
Any of that
Any one of their
Any way
Any way you can
Any way you have
Any way there is
Any way at all
Any way possible
Are herewith enclosed
(See *Herewith*)
Are herewith attached
Are herewith returned
Are enclosed herewith
(See *Enclose*)
Are referred to his or us
Are referred to me or him
Are referred to them
Are referred to their
Are referred to our
Are referred to you
Are referred to your
Are respectfully
referred to you
Are you buying
Are you selling
Are you going
Are you ready
Are you willing
As a matter of course
As a matter of
consequence
As good as any other
As good as the other
As early as possible
As early as you can
As early as we can
As soon as possible
As many as possible
As quick as possible
As quick as you can
As quick as we can
A short period
A short time

A short time ago 
 A short time since 
 As per attached correspondence 
 (See *Attach*)
 As per attached letter 
 As per attached memorandum 
 As per attached papers 
 As per his letter 
 As per my letter 
 As per our letter 
 As per your letter 
 As per their letter 
 As per his order 
 As per my order 
 As per our order 
 As per their order 
 As per your order 
 As per instructions 
 As per my instructions 
 As per our instructions 
 As per their instructions 
 As per your instructions 
 At any cost 
 At no cost 
 At no cost to us 
 At any rate 
 At any time 
 At all events 
 At a better rate 
 At a better price 
 At a much better rate than 
 At his expense 
 At my expense 
 At our expense 
 At their expense 
 At your expense 
 At his request 
 At my request 
 At their request 
 At your request 
 At the same price 
 At the same rate 
 At the request of their 
 At retail 
 At wholesale
 At retail prices
 At wholesale prices
 At my store

At their store 
 At our store 
 At your store 
 At my office 
 At your office 
 Attach-ed 
 Attach-ed correspondence 
 Attach-ed copy 
 Attach-ed letter 
 Attach-ed papers 
 Average amount of business 
 Average amount of customers 
 Awaiting answer 
 Awaiting reply 
 Awaiting his answer 
 Awaiting his reply 
 Awaiting my answer 
 Awaiting my reply 
 Awaiting our answer 
 Awaiting our reply 
 Awaiting their answer 
 Awaiting their reply 
 Awaiting your instructions 
 Awaiting your order 
 A week or two ago 
 A week or two before 
 A week or two after 

B.

Bad account 
 Bad day 
 Bad idea 
 Bad money 
 Bad order 
 Bad writing 
 Bank account 
 Bank note 
 Bank bill 
 Because I can be 
 Because they can be 
 Because you can be 
 Because we can be 
 Because you have 
 Because we have 
 Because you do 

Because we do
Because you would
Because if there is
Because it can be
Because it cannot be
Better kind
Better day
Better goods
Better rate
Better write him
Better line
Better way
Better wait
Better wait a while
Bills payable
Bills receivable
Bill of exchange
Bill book
Bill of lading
Book account
Book entries
Book-keeper
Bottom of his letter
Bottom of my letter
Bottom of their letter
Bottom of your letter
By express
By mail
By American express
By United States express
By rail
By water
By return mail
By some other house
By some other firm
By the way of
By the way of your
By the way of another line
By the way of Chicago
By the way of New York

C.

Call for our goods
Call for your goods
Call thr
Cancel-ed the order
Cancel-ed his order
Cancel-ed my order

Cancel-ed our order
Can you arrange
Can there be
Could there be
Can we arrange
Can you buy
Can we buy
Can you dispose
Can we dispose
Can you make
Can we make
Could you arrange
Cannot we arrange
Can you say
Can you tell
Capital stock
Car of coal
Car of corn
Car of furniture
Car of grain
Car of flour
Car of wheat
Care of his
Care of my
Care of our
Care of their
Care of your
Careful of his
Careful of my
Careful of our
Cashier
Cash business
Cash trade
Cash discount
Certain of his
Certain of my
Certain of our
Certain of their
Certain of your
Certain goods
Certain class of goods
Certain parties
Certain questions
Charge of accounts
Charge of anything
Charge of his
Charge of my
Charge of our
Charge of their
Charge of your

Charge of the matter
 Charge of the business *for*
 Cheap article
 Cheap goods *cheap*
 Chief clerk
 Chief business
 Choice assortment
 Choice goods
 Circumstances of the case
 Circumstantial evidence
 Circumstances connected with the case
 City of Boston
 City of Chicago
 City of New York
 Claim-ed
 Claim for breakage
 Claim for damage
 Claim for loss
 Claim for loss and damage
 Claim for leakage
 Claim for overcharge
 Claim for rebate
 Clerk
 Clerical error
 Common carrier
 Condition of affairs
 Condition of his affairs
 Condition of our
 Condition of their
 Confidential communication
 Confidential correspondence
 Confidential letter
 Conductor
 Consider him, me or my
 Consider our
 Consider their
 Consider your
 Consider the matter
 Consider that matter
 Consist of
 Consist of our
 Consist of a good many
 Contents noted
 Contents of my letter
 Contents of our letter
 Contents of your letter
 Course of business

Course of a day or two
 Course of time
 Copy of billing
 Copy of contract
 Copy of letter
 Copy of receipt
 Copy of his letter
 Copy of my letter
 Copy of our letter
 Copy of their letter
 Copy of correspondence
 Copy of original bill
 Copy of correspondence attached
 Copy of instructions
 Copy of invoice
 Copy of bill of lading
 Curtail expenses

D.

Daily cash receipts
 Daily cash sales
 Daily pay roll
 Daily report
 Daily sales
 Dare not
 Dare not say
 Dare say
 Dare say there is
 Dare say you can
 Date of my letter
 Date of your letter
 Day after to-morrow
 Day after day
 Day after day there is
 Day before yesterday
 Day of the month
 Day of the week
 Dear brother
 Dear friend
 Dear madam
 Dear mother
 Dear father
 Dear sister
 Dear sir
 Deliver-ed (the) order
 Deliver-ed his order
 Deliver-ed my order

Deliver-ed their order
Deliver-ed our order

Depend-ed upon
Depend-ed upon it

Depend-ed upon his or us
Depend-ed upon them

Depend-ed upon me,
him or my

Depend-ed upon
you or your

Desires me to say
Desires me to write

Desire to say
Desire to write

Did you ask
Did you desire

Did you say
Did you wish

Did not understand
that you

Did not understand
that we

Did not understand
the matter

Did not understand it so
Did not undertake

Different kinds
Different parties

Different persons
Different varieties

Discount for cash
Do you know

Do you think
Do you think you can

Do you think we can
Do not think so

Do not think there is
Do not think you can

Do not think we can
During my conversation

During our conversation
During their conversation

During the conversation
During the interview

During my conversation
with him

During that time
During the year

During that year
During the latter part of

During the month
During the week

During the summer season
During the winter season

During the season of 1886
During the entire season

E.

Each are
Each will

Each of his
Each of my

Each of our
Each of you or your

Each of which
Early part

Early part of the year
Earlier than

East bound rates
East bound shipments

Eastern agent
Eastern branch

Eastern house
Eastern shipments

Eastern customers
Eastern trade

Enclose-d

Enclose-d correspondence

Enclose-d letter

Enclose-d papers

Entire business

Entire control

Entire season

Entire season of 1886

Entire year

Entire change

Entirely beyond
my control




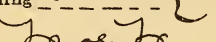
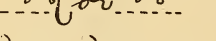
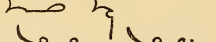

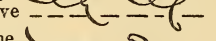

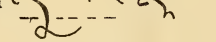
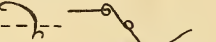
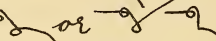
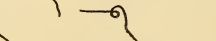
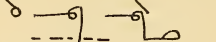

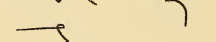


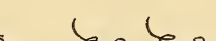
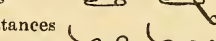
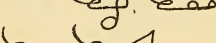
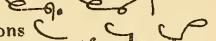
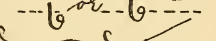




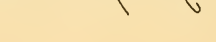
Entirely beyond
our control

Entirely different
Entirely the same

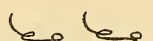


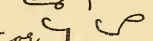
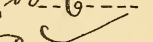

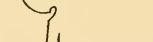

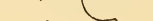




Entirely in their hands
Entirely a matter


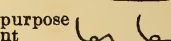
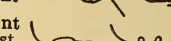

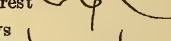


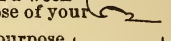
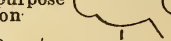



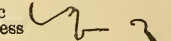

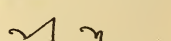

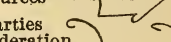
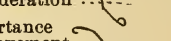



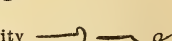
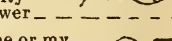
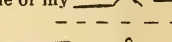

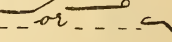





Entirely in their
possession

Entirely in your
possession

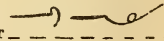

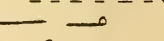
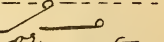





Entirely their own 
 Entirely our own 
 Entirely out of the question 
 Entitled to something 
 Entitled to everything 
 Entitled to some consideration 
 Estimated cost 
 Estimated weight 
 Ever since 
 Ever since you have 
 Ever since we have 
 Ever since they have 
 Ever since that time 
 Every season 
 Every other season 
 Every year 
 Every other year 
 Express purpose 
 Express order 
 Extra order 
 Extra pains 
 Extra pay 
 Extra time 
 Extra cost 
 Except him, my or me 
 Except our 
 Except *thr* 
 Except *ths* 

F.

First class 
 First class business 
 First class circumstances 
 First class goods 
 First class trade 
 First class rate 
 Following conditions 
 Following list 
 Following names 
 Following order 
 For a long time 
 For a short time 
 For a longer time 
 For a longer period
 For another purpose
 For the purpose of

For certain 
 For collection 
 For a certain purpose 
 For his account 
 For my account 
 For his interest 
 For my interest 
 For their interest 
 For many days 
 For many years 
 For my part 
 For more than a year 
 For more than a week 
 For the purpose of your 
 For no other purpose 
 For some reason 
 For some time 
 For which you can 
 For which we can 
 Foreign markets 
 Foreign consumption 
 Foreign trade 
 Foreign traffic 
 Freight business 
 Freight matter 
 Freight shipments 
 Freight rate 
 Freight train 
 From other quarters 
 From other sources 
 From other parties 
 Further consideration
 Further importance
 Further improvement
 Further matters
 Further notice

G.

Give-n authority 
 Give-n an answer 
 Give-n him, me or my 
 Give-n them 
 Give-n their 
 Give-n his or us 
 Give-n orders 
 Glad to be 
 Glad to find 
 Glad to have

Glad to have their
Glad to know
Glad to understand
Glad to know that you
Good advantage
Good as ever
Good business
Good enough
Good as could be expected
Good deal of labor
Good deal of money
Good deal better than
Good for anything
Good for something
Good house
Good property
Good investment
Good salesman
Good interest
Good year
Good locality
Good times
Good month
Good market
Good sales
Great advantage
Great many cases
Great many times
Great majority of cases
Greater or less
Gross receipts
Gross weight

H.

Half rate
Half tariff rate
Has been received
Has not been received
Has been referred
to him, my or me
Has been referred to our
Has been referred to them
Has been referred
to his or us
Has been forwarded
Has been ordered
Have anything
Have nothing

Have you any
Have you some
Have been received
Have been referred
Has never been received
Have never been received
Have been anxious
Have been buying
Have been ordering
Have been trying
Have been working
Have to be careful
Have to be cautious
Have more than I can do
Have more than
you can do
Have more than we can do
Have your business
Have your trade
Have your custom
Have your order
Hereafter you can
Hereafter you will
Heretofore you have
Heretofore we have
Herewith
Herewith attached
Herewith enclosed
Herewith enclosed
please find
Herewith attached
you will find
Herewith I (we) attach
correspondence
Herewith I (we)
attach letters
Herewith I (we)
attach papers
Herewith I (we)
attach memorandum
Herewith I (we) attach
papers relative to
Herewith I (we) enclose
Herewith you will find
Herewith I (we)
enclose papers
Herewith I (we) return
Herewith I (we) hand you
Herewith returned
Herewith please find

However it is
 However I can--
 However we can
 However you can--
 However I have
 However we have--
 However we
 However they can--
 However I may
 However you may--
 However there is
 However there will be--




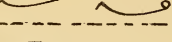










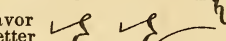
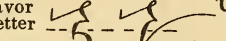
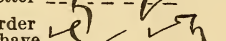
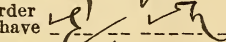


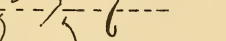
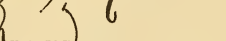




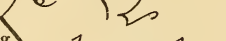
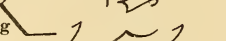



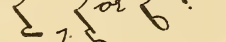
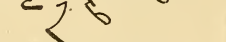
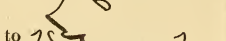
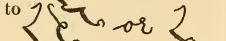
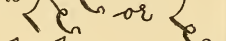




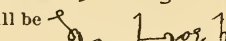
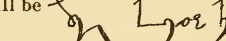

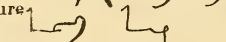
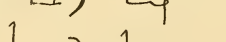
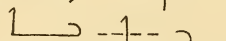
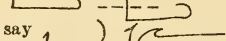
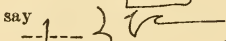
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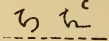
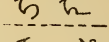
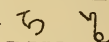
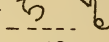

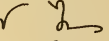
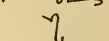
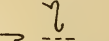
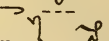

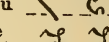
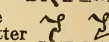
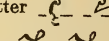
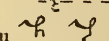
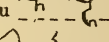

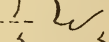
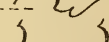


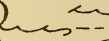
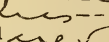
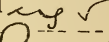
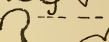
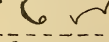
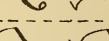


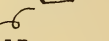

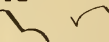
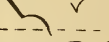
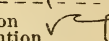
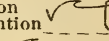
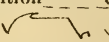


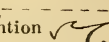
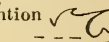
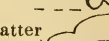

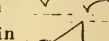




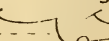
I acknowledge
 I admit--
 I advise
 I advised--
 I advise-d him or my
 I advise-d them--
 I advise-d your
 I agree-d
 I agreed with him
 I agreed with them--
 I agreed with you
 I agree with him--
 I agree with them
 I agree with you--
 I also would say
 I also would state--
 I also attach-ed
 I also enclose-d--
 I am acquainted
 I am not acquainted--
 I am acquainted with their
 I am anxious--
 I am aware
 I am aware of the fact--
 I am aware that
 I am agreeable to your
 I am agreeable to their
 I am authorized--
 I am authorized to say
 I am able to give them--
 I am able to give you
 I am able to quote you
 I am compelled
 I am concerned--

I am convinced
 I am doing
 I am endeavoring
 I am glad
 I am glad to know
 I am pleased to know--
 I am pleased to learn
 I am pleased to hear
 I am in receipt of
 correspondence
 I am in receipt of papers
 I am in receipt of letters
 I am in receipt of
 your letter
 I am in receipt of
 your favor
 I am in receipt of
 their letter--
 I am informed that
 I am inclined--
 I am pleased to
 acknowledge
 I am pleased to acknowl-
 edge the receipt of your
 I am perfectly willing
 I am perfectly satisfied
 I am requested
 I am requested to say--
 I am requested to ask you
 I am sorry to say
 I am sorry to inform you
 I am very anxious--
 I am very sorry *thr*
 I am very thankful
 I am very much pleased
 I attach herewith--
 I attach herewith letter
 I attach herewith papers--
 I attach herewith
 correspondence--
 I attach herewith
 memorandum--
 I beg to acknowledge
 I beg to say
 I beg to reply
 I beg to write
 I beg to acknowledge the
 receipt of your favor
 I beg to enclose
 I beg to call attention

I beg to call your attention
 I beg to inform you
 I believe you have
 I believe they have
 I can
 I cannot
 I can buy
 I cannot buy
 I can name you
 I cannot name you
 I can offer you
 I cannot offer you
 I can sell you
 I cannot sell you
 I can quote you
 I cannot quote you
 I consider *thr*
 I consider your
 I dare say
 I dare say *thr*
 I expect-ed that
 I expect-ed *thr*
 I enclose herewith
 I enclose-d you
 I enclose herewith
 correspondence
 I enclose herewith letters
 I fear you will have
 I fear you will think
 I find upon investigation
 I gave orders
 I guess that you will
 I guess that you can
 I guess that we can
 I had a chance
 I had occasion
 I hand you herewith
 I have acknowledged
 I have answered
 I have another
 I have no other
 I have asked
 I have been asked
 I have been away
 I have been absent
 I have been out of
 I have been out of the city
 I have decided
 I have not decided
 I have enclosed



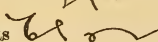

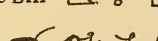
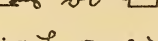
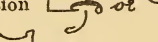
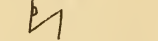



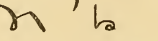

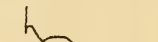
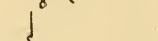
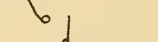



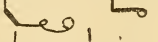
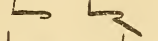
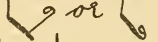


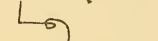
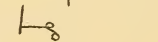





I have enclosed herewith
 I have given instructions
 I have given orders
 I have had many inquiries
 I have had some inquiries
 I have just arrived
 I have just returned
 I have bought
 I have paid
 I have no doubt you can
 I have no doubt we can
 I have no doubt you will
 I have no objections
 I have received your letter
 I have received your order
 I have received their
 I have received
 correspondence
 I have received papers
 I hear you are
 I hear *thr*
 I heard you were
 I herewith enclose
 I herewith hand you
 I herewith attach
 I herewith attach order
 I herewith attach
 correspondence
 I hold his receipt
 I hold your receipt
 I hold letter
 I hold orders
 I hold papers
 I hold correspondence
 I hope you can
 I hope we can
 I hope you will
 I hope they will
 I hope you may be able to
 I hope we may be able to
 I hope to be able to
 I hope *thr*
 I hope there will be
 I hope there may be
 I hope you are satisfied
 I hope they are satisfied
 I intend-ed that
 I intend-ed to do so
 I intend-ed to write you
 I intend-ed to return


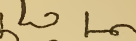
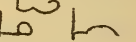
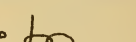

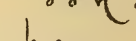








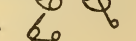
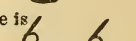
I intend-ed to say 
 I just returned 
 I know *thr* 
 I know there is 
 I may be there 
 I notice you have 
 I notice they have 
 I note you say 
 I note you have 
 I presume 
 I presume *thr* 
 I presume likely 
 I presume matters will 
 I received your draft 
 I received your favor 
 I received your letter 
 I received your order 
 I regret that you have 
 I regret very much 
 I see they have 
 I see you have 
 I see *thr* 
 I shall be absent 
 I shall be away 
 I shall be back 
 I shall return 
 I shall be ordering 
 I shall be buying 
 I shall be glad 
 I shall be pleased 
 I shall be glad to have you 
 I shall be pleased to have you 
 I shall need 
 I shall not need 
 I suppose you can 
 I suppose we can 
 I suppose there will be 
 I take pleasure 
 I take great pleasure 
 I take an interest 
 I take occasion 
 I took occasion 
 I took occasion to say 
 I think likely *thr* 
 I think perhaps 
 I think you will require 
 I think *thr* 
 I think the matter is 

I thought that 
 I thought they were 
 I thought you were 
 I thought you could 
 I thought you would 
 I trust not 
 I trust you will 
 I trust you can 
 I trust we can 
 I try to have 
 I try to be 
 I understand that you 
 I understand that we 
 I understand the matter 
 I understood you 
 I understood that you 
 I venture to say 
 I was not aware 
 I was not informed 
 I was not interested 
 I was not inclined 
 I want to know 
 I want to understand 
 I will instruct 
 I will also advise 
 I will also instruct 
 I will be back 
 I will be back soon 
 I will buy 
 I will sell 
 I will be away 
 I will be there 
 I will call his attention 
 I will call their attention 
 I will call upon you 
 I will see you 
 I will call your attention to the matter 
 I will look into the matter 
 I will write you again 
 I will write them again 
 I will write you later 
 I wonder if you can 
 I wonder if we can 
 I would advise 
 I would ask 
 I would ask them 
 I would ask you 
 I would ascertain 
 I would answer 





















I would be pleased to have you
I would consider it a favor
I would rather
I would refer
I would not be willing
I would respectfully refer you
I would rather you would
I would request
I would write them
I write to ask you
I write to ask if you
If all of their
If all of your
If all of my
If all of his
If all such matters
If this is correct
If you are correct
If I am correct
If there is anything
If there is nothing
If there is anybody
If there is nobody
If there is no more than
If there is any more
If there be
In answer to your favor
In answer to your letter
In accordance with your
In strict accordance with your
In compliance with your
In strict compliance with your
In accordance with the instructions
In accordance with my instructions
In accordance with your instructions
In accordance with their instructions
In all cases
In all such cases
In all such matters
In a good many cases

In bad order
In good order
In bad condition
In good condition
In carloads
In less than carloads
In his case
In my case
In their case
In this matter
In my possession
In your possession
In their possession
In our possession
In my opinion
In my estimation
In my claim
In our claim
In their claim
In your claim
In reference to him or my
In reference to their
In reference to your
In reference to that matter
In relation to him or my
In relation to their
In relation to that
In relation to that matter
In relation to correspondence
In relation to shipment
In relation to claims
In relation to their claims
In relation to rate
In relation to business
In regard
In respect
In regard to him or my
In regard to you
In regard to your
In regard to their
In regard to the matter
In regard to our
In regard to his
In reply
In response
In reply to your
In reply to your letter
In reply to their
In reply would say













































In reply would state 
 In every respect 
 In every other respect 
 In some respects 
 In this respect 
 In some other respects 
 Inter-State Commerce 
 Inter-State Commerce Bill 
 Inter-State Commerce Law 
 Inter-State Commerce Commission 
 In transit 
 In transit rate 
 It accounts 
 It agrees 
 It also 
 It always 
 It always is 
 It always was 
 It always will be 
 It amounts 
 It answers 
 It answers the purpose 
 It appears 
 It appears to me 
 It appears to us 
 It applies 
 It applies to that 
 It applies to this 
 It balances 
 It became 
 It became necessary 
 It becomes
 It becomes necessary
 It begins
 It began
 It began to be
 It being
 It behooves
 It could be
 It could not be
 It claims
 It claims to be
 It comes
 It comes from
 It connects
 It corresponds
 It frequently happens
 It is not to be

It is their intention 
 It is my intention 
 It is our intention 
 It occurs to me 
 It occurs to us 
 It occurred to me 
 It occurred to us 
 It seems to me 
 It seems to me you have 
 It seems rather 
 It should be 
 It should not be 
 It will be 
 It will not be 
 It would be 
 It would not be 













































J.



Just about 
 Just about as good as 
 Just after 
 Just another 
 Just as fast as 
 Just as fast as possible 
 Just as good as 
 Just as long as 
 Just as long as there is 
 Just as much as 
 Just as well as 
 Just as well as another 
 Just before 
 Just after that 
 Just received your communication 
 Just received your letter 
 Just received correspondence 
 Just received your instructions 
 Just received your order 
 Just returned home 
 Just returned from the
 Just say so
 Just taken
 Just in time
 Just decided
 Just came


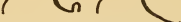
K.



Kindly attach 
 Kindly enclose 
 Kindly attach correspondence 
 Kindly attach papers 
 Kindly advise 
 Kindly advise me regarding 
 Kindly return 
 Kindly reply 
 Kindly return correspondence 
 Kindly return papers 
 Kindly say 
 Kindly say whether 
 Kindly write 
 Know about 
 Know about it 
 Know about that 
 Know about their 
 Know about *the*s 
 Know about you 
 Know about your 
 Know anything 
 Know anything about it 
 Know as much as 
 Know as well as 
 Know best 
 Know better 
 Know better than 
 Know there have been 
 Know there has been 
 Know there has not been 
 Know there is to be 
 Know there is no chance 
 Know that you can 
 Know that we can 
 Know that you did 
 Know there can be 
 Know there cannot be 
 Know there will be 
 Know there will not be 
 Know it 
 Known to be 
 Knowledge of their 
 Knowledge of all their 
 Knowledge of the matter 
 Knowledge on the subject



L.


Large as 
 Large as before 
 Large as ever 
 Large as his 
 Large as my 
 Large as our 
 Large as their 
 Large as possible 
 Larger than 
 Larger than his 
 Largest and best 
 Largest one 
 Largest business 
 Largest place 
 Largest town 
 Labor saving 
 Labor saving machine 
 Lake and rail 
 Lake and rail rate 
 Lake boat 
 Lake line 
 Lake rates 
 Lake shipments 
 Last time 
 Last shipment 
 Last order 
 Later than 
 Later than our 
 Later than the 
 Latter part 
 Latter part of 
 Leased lines 
 Let him, me or my 
 Let us or his 
 Let their 
 Letter book 
 Letter press 
 Letter of introduction 
 Let me know 
 Let us know whether 
 Let us know soon 
 Less time 
 Less the discount 
 Like all 
 Like all the rest
 Like all the rest of your
 Like all *the*
 Like to do


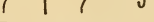
Like to find 
Like to have 


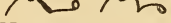
Like to have you 
Like to have their 



Like to know 
as soon as possible 


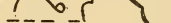
Like to know whether 
Like to learn 



Like to make 
Like to receive 

Like to tell 
Like to understand 



List of books 
List of firms 



List of names 
List of papers 

List of parties 
Little above 



Little after 
Little as possible 



Little before 
Little further 



Little more 
Little importance 


Little interest 
Little knowledge 

Little longer 
Little less 



Local affairs 
Local causes 



Local custom 
Local interest 


Local matters 
Local question 

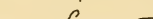
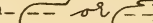
Long after 
Long ago 

Long time ago 
Long while 

Long while before 
Longer than 





Longer than usual 
Look about 

Look after 
Look among 

Look around 
Look better than 

Look forward 
Look back 



Look like 
Looks like 



Look into the condition 
Look into the matter 
Loss of money 
Loss of time 

M.



Mail me, my or him 
Mail us 

Mail our 
Mail your 


Maintain *thr* 
Maintain your 

Make arrangement 
Make provision 

Make arrangement 
with you 

Make some arrangement 
with you 

Many advantages 
Many books 

Many circumstances 
Many days 



Many duties 
Many facts 



Many fears 
Many friends 


Many instances 
Many persons 



Many questions 
Many letters 



Many calls 
Many thousand 



Maximum charge 
Maximum cost 

Maximum price 
Maximum weight 

May you 
May your 

May we 
May *thr* 

Memorandum 
of agreement 

Memorandum of contract 
Message 

Messenger 
Might be 

Might bring 
Might come 

Might do
Might learn
Might make
Might mention
Might think
Minimum charge
Minimum cost
Minimum price
Minimum weight
Mixed carload
Mixed rate
Monthly report
Monthly statement
More and more
More or less
More than we can
More than we care for
More than we desire
More than you desire
More than we know
More than we can do
More than we need
More than we want
More than we ordered
More than you ordered
Much as I desire
Much as I can
Much as I would
Much as we desire
Much as we can
Much as can be
Much as would be
Much business
Much larger
Much less
Much longer
Much longer than
Much matter
Much material
Much of you
Much of your
Much pleased
Much property
Much quicker
Much quicker than
Much rather
Must acknowledge
Must adjust
Must adjust matters
Must advise

Must advise us
Must advise them
Must also
Must always
Must arrange
Must arrange matters
Must arrange some way
Must bear in mind
Must be arranged
Must be considered
Must be borne in mind
Must be done
Must be *thr*
Must be right
Must be worth
Must be wrong
Must become
Must consider
Must continue
Must credit
Must decide
Must trust
Must take into
consideration
My attention
My arrangement with him
My answer
My reply
My dear sir
My dear friend
My favor to you
My favor to your
My favor to them
My favor to our
My first order
My idea
My instructions
My last order
My letter to you
My letter to them
My letter to their
My opinion
My order
My part
My portion
My question
My reason
My reason for doing
My theory
My way in the matter


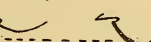
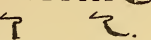
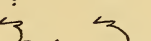
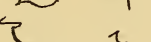
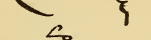
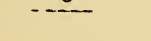



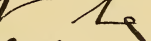







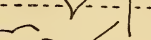

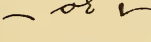




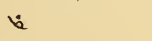




N.

Name of the firm
 Name of the house
 Name of your
 Name of their
 Natural consequence
 Natural expenses
 Nearer you
 Nearer your
 Nearer my
 Nearer *thr*
 Need (of) anything
 Need (of) nothing
 Necessary charges
 Necessary delay
 Neither of you
 Neither of your
 Neither of their
 Neither of our
 Net weight
 Net earnings
 Nevertheless
 Nevertheless it is
 Nevertheless I have
 Nevertheless you have
 Nevertheless you can
 Nevertheless *thr*
 Next time you
 Next time your
 Next time we
 Next time *thr*
 No advantage
 No advance
 No advance in prices
 No advance in rates
 No better rate
 No better price
 No connection
 with the
 No communication
 with the
 No cost to us
 No cost to you
 No cost to their
 No cost to them
 No demand
 No difference
 No difficulty
 No doubt



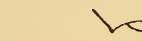



No expense
 No exception
 No gain
 No hurry about it
 No hurry in the matter
 No intention
 No idea
 No less
 No more than
 No more orders
 No more letters
 No more trouble
 North bound rates
 North bound shipments
 No such instance
 No use of being
 No use of doing
 No use of having
 No use of making
 No way
 No worse
 No worse than
 Nothing definite
 Nothing more
 Nothing less
 Nothing else
 Nothing necessary
 Nothing new
 Nothing in reply
 Nothing to say
 Notwithstanding you have
 Notwithstanding we have
 Notwithstanding our
 Notwithstanding *thr*
 Number of claims
 Number of letters
 Number of orders
 Numerous letters
 Numerous inquiries
 Numerous questions



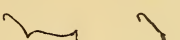
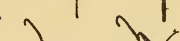
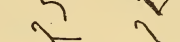


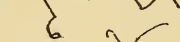


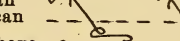




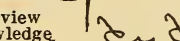
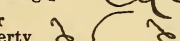


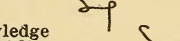
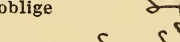
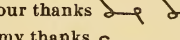
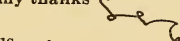

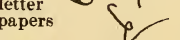
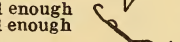
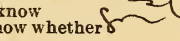



O.

Obligated to be
 Obligated to give
 Obligated to have
 Obligated to make
 On account of
 On account of the


On account of an understanding 
 On account of another 
 On account of being 
 On account of doing 
 On account of having 
 On account of so many 
 On account of our 
 On account of their 
 On and after that date 
 On or before 
 On all accounts 
 On all questions 
 Only time 
 Only way 
 Only your 
 Original copy 
 Original correspondence 
 Original letter 
 Original expense bill 
 Original receipt 
 Original order 
 Original shipment 
 Or otherwise 
 Our company 
 Our first order 
 Our favor to you 
 Our favor to them 
 Our favor to our 
 Our goods 
 Our house 
 Our instructions
 Our letter to you
 Our letter to their
 Our letter to him
 Our order
 Our people
 Owing to my
 Owing to our
 Owing to many

P.

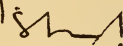
Paid him or me 
 Paid our 
 Paid them 
 Paid us 
 Pay day 
 Paymaster 

Pay roll 
 Paper money 
 Per annum 
 Per cent 
 Per minute 
 Per day 
 Per hour, our 
 Per barrel 
 Per car 
 Per dozen 
 Per hundred weight 
 Per hundred pounds 
 Per thousand 
 Per shipment 
 Per week 
 Per letter 
 Per your letter 
 Per their letter 
 Perhaps we can 
 Perhaps you can 
 Perhaps you have 
 Perhaps they have 
 Personal action 
 Personal account 
 Personal affairs 
 Personal communication 
 Personal duty 
 Personal expenses 
 Personal interview 
 Personal knowledge 
 Personal letter
 Personal property
 Please acknowledge
 Please call upon
 Please acknowledge receipt
 Please acknowledge receipt and oblige
 Please accept
 Please accept our thanks
 Please accept my thanks
 Please advise
 Please advise us
 Please attach
 Please attach letter
 Please attach papers
 Please be kind enough
 Please be good enough
 Please let me know
 Please let us know whether

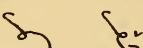
Please order
Please write



Please write me
again regarding



Pleased to hear
Pleased to find



Pleased to learn

Pleased to know that you



Post office

Post master



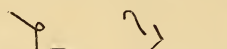
Postal card

Postal note



Postage stamp

Prepaid charges



Prepaid receipt

Promissory note



Promise-d to go

Promise-d to pay.



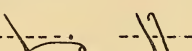
Promise-d to write

Promise-d to let me know



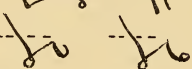
Public matters

Public property



Public servant

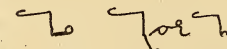
Public service



Q.

Quality of goods

Quality of paper



Quantity of goods

Quite another thing



Quite agree

Quite as well as



Quite as much as

Quite certain



Quite certain there is

Quite clear



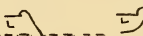
Quite likely

Quite plain



Quite probable

Quite sure



Quite sure there is


Quite sure there are



R.

Railroad

Railway



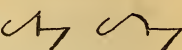
Railroad agent

Railroad man



Railroad carriage

Railway carriage



Railroad station

Railway station



Real estate

Real estate broker



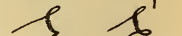
Real estate agent

Receiver




Receiving agent

Receive his letter



Receive my letter

Receive our letter



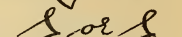
Receive-d their letter

Recieve my order




Receive your

communication



Receive your order

Received your letter



Receive your

instructions



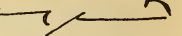
Receive my instructions

Receive your favor



Recollect that

Recollect *thr*



Recollect the matter

Recollect anything



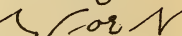
Recollect the

circumstances



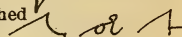
Referring to

attached letter



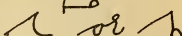
Referring to attached

correspondence



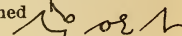
Referring to

attached papers.



Referring to attached

memorandum



Referring to his letter

Referring to my letter



Referring to our letter

Referring to their letter



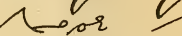
Referring to your letter

Referring to your order



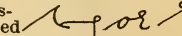
Referring to

correspondence



Referring to corres-

pondence attached



Referring to enclosed

correspondence



Referring to enclosed

letter



Referring to enclosed papers
Regarding his letter
Regarding your letter
Regarding my letter
Regarding their letter
Regarding the matter
Regarding the business
Regarding correspondence attached
Regarding papers attached
Relating to the
Relating to the subject
Relating to him, me, my
Relating to our
Relating to the matter
Relating to their
Relative to action
Relative to business
Relative to correspondence
Relative to correspondence attached
Relative to papers attached
Relative to your letter
Relative to their letter
Relative to the matter
Relative to the business
Relative to shipments
Relative to claim
Relative to their claim
Remember that you
Remember that we
Remember there is
Respecting my order
Respecting the matter
Respecting their order
Respecting your order
Result of your
Result of their
Result of their investigation
Retail business
Retail store
Retail prices
Return correspondence
Return letters
Return papers

Return order
Return mail
Return enclosed correspondence
Right of way
Right away

S.

Satisfy-ied him, me or my
Satisfy-ied our
Satisfy-ied us or his
Satisfy-ied them
Satisfy-ied you
Satisfy-ied your
Satisfy-ied their
Satisfactory manner
Satisfactory proof
Satisfactory way
Satisfactory business
Satisfied with the
Satisfied with our
Satisfied with your
Satisfied with their
Selling off
Selling price
Seems to be
Seems to have been
Several days ago
Several months ago
Several years ago
See his letter
See my letter
See my letter of the 8th
See their letter
See what can be done
Shall be glad
Shall be pleased
Shall be back
Shall be pleased to have you
Shipping clerk
Shipping receipt
Shipping order
Shipping directions
Short period
Short time
Short in his accounts
Short in their accounts

Some way
 Some other way
 Some time ago
 Some years ago
 Some reason for this
 Special order
 Special rate
 Special arrangement
 Spring goods
 Spring opening
 Spring shipments
 Spring trade
 State of affairs
 State of New York
 Standing order
 Still in business
 Still in effect
 Still in force
 Still under investigation
 Subject to correction
 Subject to his order
 Subject to my order
 Subject to our order
 Subject to their order
 Subject to your order
 Subject to his approval
 Subject to my approval
 Subject to our approval
 Subject to their approval
 Summer and winter
 Summer goods
 Summer opening
 Summer prices
 Summer rates
 Summer trade
 Sum and substance

T.

Take advantage
 Take advantage of
 Take advantage of their
 Take this occasion
 Take this way
 Take this matter
 Take the matter
 Take matters up
 Tariff rate
 Tariff sheet

Tell him, me or my
 Tell our
 Tell their
 Tell us
 Telegraph me
 Telegraph them
 Telegraph me on
 receipt of this
 That matter
 That property
 That time *thr*
 The first time *thr*
 The other day
 The other matter
 The reason of the delay
 The reason of your
 The reason of my
 The reason of their
 That time of the year
 Think the matter over
 Think matters over
 This matter
 This order
 This property
 This proposition
 This time of the year
 This time you have
 This time we have
 This shipment
 Ticket report
 Ticket sales
 To be ordered
 To be shipped
 To be transported
 Took care
 Took time
 Took pains
 Took him, me or my
 Took leave
 Took possession
 Trust that you will
 Trust that they will
 Trust that you can
 Trust that we can
 Trust the matter to us
 Trust matters to us
 To a, an or and, to the
 To you, to our
 To your, to them
 To his, us

Too numerous to mention

Two or three days

Two or three times

Two or three years

U.

Understand that you

Understand that they

Understand that we

Understand that *thr*

Understood that you

Understood that you were

Uniform rate

Uniform speed

Unless you can

Unless we can

Unless I can

Unless they can

Unless it is

Unless it can be

Until you have

Until we have

Until you can

Until we can

Until there is

Until matters are

Until matters change

Until matters assume

Use to be

Use to buy

Use to have

Use to order

Usually I have

Usually we have

Usually there is

Usually there has been

Usually I can

Usually we can

Usually it can

Usually it would

V.

Valuable consideration

Valuable business

Valuable house

Valuable land

Valuable property

Valuable stock

Value their

Value of their

Variety of causes

Variety of goods

Variety of ways

Various causes

Various interests

Various business

Various shipments

Venture to say

Very certain

Very certain about it

Very certain in the matter

Very certain *thr*

Very good

Very great

Very good house

Very good man

Very good order

Very good quality

Very good property

Very necessary

Very near

Very often

Very respectfully yours

Very sure

Very thankful

Very truly yours

W.

Wait awhile

Wait until

Wait until we can

Wait until you can

Wait until *thr*

We acknowledge

We acknowledge there is

We admit

We advise

We advise-d them

We advise-d our

We allow

We allowed

We always

We always are

We always like to have

We answer
We answered

We are anxious
We are anxious to have

We are anxious
to have you

We are always
We are aware

We are aware that you can
We are better situated

We are buying
We are compelled

We are convinced
We are constantly

We are doing a
good business

We are going to have
We are going to buy

We are having
We are in need

We are in receipt
We are waiting

We are in receipt
of your favor

We are in receipt
of your letter

We are in receipt
of your order

We are in receipt of
your instructions

We are in communication
with the

We are pleased
We are very much pleased

We are pleased to ack-
nowledge the receipt
of your favor

We are perfectly willing
We are perfectly satisfied

We are very anxious
We are very desirous

We are thankful
We are very thankful

We are taking
We are purchasing

We attach-ed corres-
pondence

We attach-ed copy of our
letter

We attach-ed letter
We attach-ed memorandum

We attach-ed papers
We beg to enclose

We beg to reply
We beg to say

We can arrange
We can adjust

We can arrange the
matter satisfactorily

We can arrange matters
satisfactorily

We can buy
We cannot buy

We can name you
We can order

We can sell
We cannot sell

We can ship you
We cannot ship you

We can quote you
We cannot quote you

We do not think you can
We do not think they can

We do not understand
We did not understand

We enclose-d
correspondence

We enclose-d copy
We enclose-d letter

We enclose correspond-
ence herewith

We enclose-d order
We enclose-d papers

We find upon investigation
We gave instructions

We gave orders
We have an order

We have an order from you
We have given instruction

We have given orders
We have been shipping

We have been ordering
We have been receiving

We have therefore
We have no doubt you can

We have no doubt we can
We have no objections

We have no knowledge
of the matter

We hope that you can
We hope that we can

We hope that you will
We hope to be able to

We hope you will
We know you can

We know you have
We know they have

We know they can
We know there is

We know there has been
We like to have

We like to know
We like to receive

We like your
We like their

We may be able to
We may have

We shall be
We shall be pleased

We shall be pleased
to have you

We shall order
We shall have

We think you can
We think we can

We think there is
We talked the matter over

We will order
We will name you

We will forward you
We want

We want to know
We want to find

We want to know if
there is

What have you
What have you done

What have you to offer
What have you to say

Whenever you can
Whenever we can

Whenever it is convenient
Whenever you are

Whenever *thr*
Whenever you are ready

Which are referred
to him, me or my

Which are referred
to our

Which are referred
to them

Which are referred
to their

Which has been referred
to him, me or my

Which has been referred
to our

Which has been referred
to them

Which has been referred
to their

Which has been referred
to you

Which was referred
to him, me or my

Which was referred
to them

Which was referred
to our

Which was referred
to their

Which will be
referred to our

Which will be
referred to their

Which will be satisfactory
to us

Wholesale prices
Wholesale rates

Wholesale store
Will become

Will be taken
Will take effect

Will probably
Will perhaps

Will be pleased to
have you

Will be pleased to
have your order

Will be pleased to
hear from you

Will be forwarded
Will be found

Will be received
Will be transported

Will be charged
Will be considered

Will be collected
Will be marked

Will be rated
Will be weighed

Will be provided
Will be expressed

Will have to be
Will be referred to him

Will be referred to my
Will be referred to our

Will be referred to them
Will be referred to their

Will you kindly attach
Will you kindly have

Will you kindly attach
correspondence

Will you kindly attach
papers

Will you kindly return
correspondence

Will you kindly attach
copy

Will you be kind enough
Will you be good enough

Will you please answer
Will you please forward

Will you please
acknowledge

Will you please
acknowledge receipt

Will you please attach
Will you please reply

Will you please say
Will you please return

Will write you again
Will write you further

Will write you regarding
Within a day or two

Within a day or so
Within a week or two

Without transfer
With regard to my

With regard to our
With regard to their

With regard to you
With regard to your

With this letter
With this order

With this understanding
Wish we could

Wish we had
Wish there was

Wire upon receipt of this
Would call your attention

Would invite your
attention

Y.

You answer

You are hereby

You are hereby
authorized

You are hereby
instructed

You bought
You can be

You cannot be
You can do

You cannot do
You can get

You can give
You can have

You can have their
You can buy

You can order
You can sell

You cannot sell
You can dispose

You cannot dispose
Your loss

Your risk
Your order

Your humble
servant

Your most obedient
servant

Your letter
Your instructions

Your obedient servant
Yours, etc.

Yours hastily
Yours in haste

Yours in a hurry
Yours respectfully

Yours in relation to
Yours in regard to

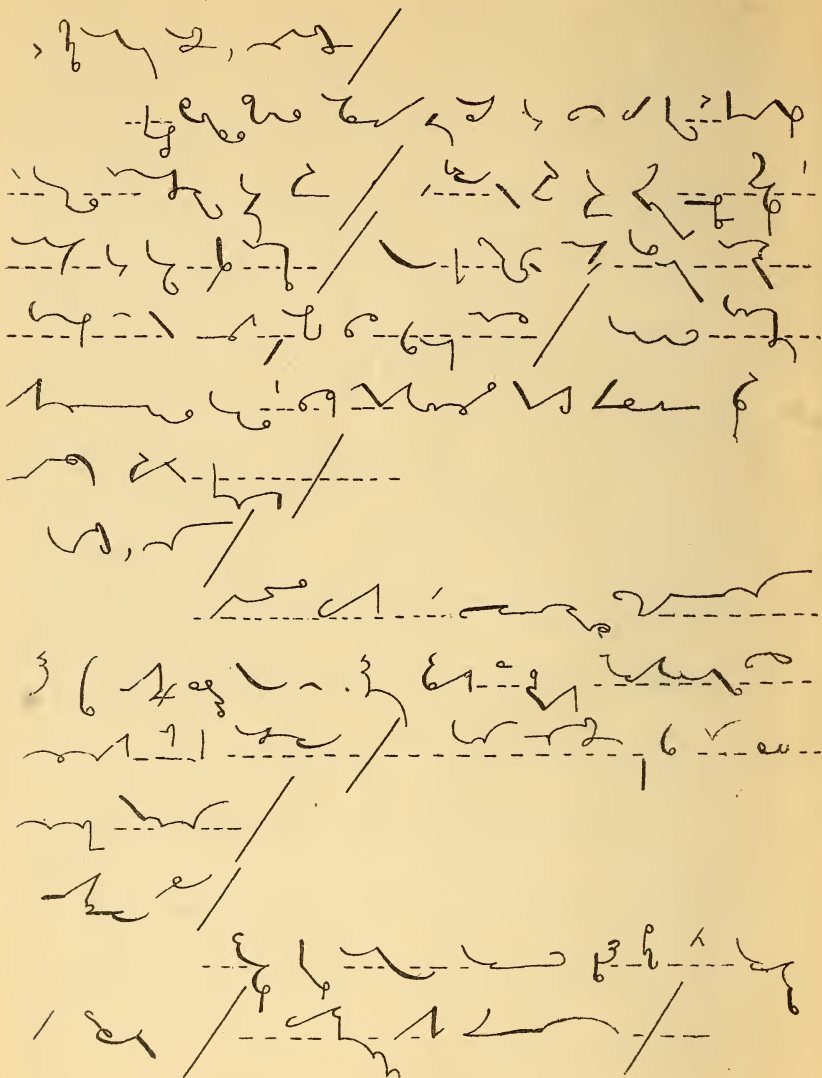
Yours regarding
Yours relative to

Yours received
Yours truly

2 1/2 /
 fine 2 / m h y b
 2 1 / e m b 6 / m h y b
 6 2 / e m b 6 / m h y b
 1 / m h y b /
 2 / m h y b /

6 2 / e m b 6 / m h y b
 2 1 / e m b 6 / m h y b
 2 1 / e m b 6 / m h y b
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 2 1 / e m b 6 / m h y b



[illegible]

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KEY TO LETTERS.

KEY TO PAGE 27.

Smith, Brown & Co., Detroit, Mich.

Your favor of the 8th inst. with price list received. I am unable at present to go to New York for the selection of my stock and believe it unnecessary, as I am willing to leave the selection to yourselves. I enclose order to which you will please give your earliest attention and forward with as little delay as possible as per shipping directions attached. Send only choice goods and draw at pleasure, deducting the usual discounts. I beg to refer you to Messrs. Allen, King & Co.

To Our Patrons:

It is with some feelings of regret that we announce to our friends the relinquishing of our interest in this business with the expiration of this present month. Our stock and premises will be at that time, May 2d, 1884, transferred to Messrs. Johnson & Brown, whom we cheerfully present to your notice and feel it our duty to recommend them for a continuation of your confidence. Both of these young men are from the North and have been clerks with us for several years past, and are in every way efficient and capable to continue the business.

Walter Doolittle & Co., Chicago, Ill.

Mr. Franklin handed us your letter of the 25th inst., in which you ask the market report on apples, also expenses attending them, to which we reply: Greenings are worth at from \$2.25 to \$2.50 per barrel, hand-picked and carefully packed. Our commission is 5 per cent. on sales. The usual charges of carting from boat or cars to store and labor hire in store, amounting to about 6 cents per bbl., are additional. We shall be pleased to hear from you further, and will try to make satisfactory sales should you intrust us with your shipments.

KEY TO PAGE 28.

To the Directors of the Never-Pay Insurance Co., Omaha, Neb.

At the instance of several persons of consideration and influence in this quarter who are anxious for the more general adoption of the admirable system of fire insurance, I am induced to make application for the agency of your company. Should I have the honor to be appointed agent for your company I shall be prepared to give satisfactory security either in this city or in

New York, for the faithful discharge of my duties. Being attached to the profession of law and enjoying the office of Notary Public, I am led to believe that my interest might be exerted to the advantage of the institution as well as those of the community and of myself. For any information that you may desire regarding my character and fitness for the office I solicit, I beg to refer you to Messrs. Burton, Johnson & Co., of your city, and request the favor of your reply at an early date.

F. L. Brown, Milwaukee.

Referring to the enclosed correspondence relative to the rate on agricultural implements from Chicago to Milwaukee, I would say that there is a rate of 4 cents per hundred pounds being made, and I would say further that this rate is a straight billing rate, and if we are to have any of the business we must make same rate and treat it in the same manner. If you will kindly authorize me to do this I will send you memorandum of contract by return mail.

Goodrich & Wagner, Racine.

We have this day deposited in the bank for collection 3 days' sight draft on you for 1,000 dollars, which please honor, and oblige. We are waiting to hear from you regarding the Chicago matter.

KEY TO PAGE 29.

Gay, Flower & Co., Sheboygan, Wis.

Yours of the 11th inst. is received. We believe you can make a satisfactory selection from our stock and would like you to examine it if you can find it convenient to do so. If not, we shall endeavor to fill any order with which you may favor us. We shall require bank draft on New York for the amount of the order, or good references.

Watson Gregg & Co., Philadelphia, Pa.

I have recently leased a store in this place, which I am at present fitting up and stocking with a fine selection of fancy groceries, wines and liquors. Please oblige me with your price list and best terms.

Rosenkrans & Co., St. Louis, Mo.

We beg to call your attention to an error in your last invoice by which we are charged \$140.50 more than the invoice actually amounts to. Please correct same and oblige.

F. L. Brown, Milwaukee.

Referring to attached correspondence, relative to shipments of groceries to Nemeyer & Day, Oshkosh, and in reply to your letter of the 4th, would say that N. D. Johnson & Co., who ship to this party, have a grievance against our road on account of one of their men wanting a pass for his daughter to Chicago last spring and since our refusal to give this pass he has done everything in his power against us. Under the circumstances it would be very difficult for us to influence any of this business in our favor.

KEY TO PAGE 30.

F. B. Eddy Chicago, Ill.

I wired you yesterday to let 250 cars of flour come forward for both lake lines and it would be promptly unloaded here. Both of these companies now promise to keep us clear of freight as fast as we receive it, and I think they will be able to do so without any doubt. We have plenty of room in the warehouses for unloading cars promptly, and I will see that none are delayed on tracks. Before any can get here all that is in our warehouses will be taken out. We had a boat yesterday and another one to-day, which will make room for at least 400 cars in the warehouses, so that you can see there will be no trouble about relieving cars. The St. Paul road have given orders to their Minneapolis agents to receive flour now for these lines, and I think you had better give instructions to Winona and Minneapolis agents to do the same.

Fox, Wheeler & Co., Fort Howard.

We are in receipt of your favor of the 7th, and in reply would say that there is no such firm doing business in this city, but would call your attention to the fact that we are prepared to furnish the goods you desire, which we keep constantly on hand for the accommodation of our customers. We do not make a specialty of this class of goods, but we think we can give you as good an article as you can get anywhere else. We enclose herewith price list, and would kindly ask you to favor us with your next order.

L. J. Porter Milwaukee.

Please ship me immediately on receipt of this 100 barrels of No. 1 Manistee salt.

KEY TO PAGE 31.

James Cook, Superintendent, Hurley, Wis.

We have sold 35,000 tons of ore for next season's shipment—25,000 tons to be shipped by lake and 10,000 tons to be shipped by rail. We expect to

commence the all-rail shipments about the 15th of February and continue during the year. If there is any way to push the work up there different from what you are doing, please advise us. It will be necessary to work the men for all they are worth in order to be sure about getting out the amount of ore contracted for. Of course if we do not succeed in getting out the amount contracted for it will be no loss to us. We will simply have to carry the contracts over for another year, which we would not like to do. I hope that you will have no trouble in mining a much larger quantity than the above. Do you think you will be ready for the rail shipments by the 15th, without hindrance to the work already laid out? Let us know as soon as you can.

GENTLEMEN: It is with deepest regret we inform you that on balancing our books on the 1st inst. we found so great a deficiency, resulting from engagements which we had entered into with the firm of Landauer & Green, who became insolvent last month, that we were induced to submit our affairs to the inspection of our principal creditors. These gentlemen have, after a thorough investigation, consented to appoint assignees for the liquidation of our outstanding debts, the sale of our property and the due distribution of the proceeds among our creditors in proportion to their respective claims on our estate. We hope that you will not object to this arrangement, but will immediately furnish the assignees, Messrs. Babcock & Co., and Foster & Son, with an abstract of your account current, for the purpose of having it compared with our books in order that the correct balance may be ascertained.

KEY TO FAC-SIMILE ON PAGE 32.

E. J. S.

Yours regarding the complaints of the Hanford Oil Co., received. I have had an interview with Mr. Hanford, and his complaints are that the agent has not been supplied with the freight rates from Lindworm, which I think probably is on account of his inexperience in the business and not understanding the rates, which any new man would be liable to have happen him. I think if Mr. Johnson would give him full instructions regarding the billing of freight from Lindworm that there would be no cause for complaint. They also complain that freight conductors do not pay attention to him when he requests switching to be done.—If they are a little behind time or their time is close, they fail to do the proper switching. This matter, of course, you can readily adjust. Please take this matter up personally and see what can be done, as the Hanford Oil Co. are first-class friends of ours, and I would not like to lose their good will.

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